

JOB ANNOUNCEMENT
Virginia Department of Labor and Industry

Job Title:	Web/Graphics Specialist (Information Technology Specialist I)	Position No.:	00220
Recruitment Type:	Open to the General Public	Location:	Richmond City
Hiring Salary:	Pay Band 4 – Starting Salary up to \$33,078 annually with state benefits		
Closing Date:	OPEN UNTIL FILLED		

Description of Essential Job Duties:

Designs, develops and maintains agency web site & applications and partners with Agency programs to design and develop both web-based and print strategies for effective communications. Assists and trains users with desktop tools, to include customized features used by agency staff and management. This position also develops graphic based presentations and publications for the agency and assists Agency's programs with digital photography services as well as incorporating digital photography for web and publication purposes.

Qualifications:

Requires exceptional customer service skills to include a proven ability to assess and respond to customer needs while managing multiple tasks and deadlines. Effective communication skills (verbal and written) and editing skills are required with proven ability to communicate with a diverse clientele. Must demonstrate knowledge and experience with Microsoft XP or MAC OS 10, HTML and cascading-style sheets, as well as experience developing print and web-based publications, brochures, forms, and other literature. Preferred candidates will demonstrate proficiency with Quirk Xpres, Dream Weaver, Photo Shop, and Illustrator software applications. Experience with digital cameras preferred. Verifiable fluency speaking, reading and writing Spanish is preferred, but not required. Selected candidates must successfully complete criminal and credit history background checks.

To Apply: Submit a completed State of Virginia Application for Employment (State Form – 10-012) to:

VA Dept. of Labor & Industry, HR Office
13 South 13th Street,
Richmond, VA 23219
Fax No. (804) 786-0139
Email: dolihr@doli.virginia.gov

State of Virginia Employment Applications are available at <http://jobs.virginia.gov/emplApplication.html> or visit any VA Employment Commission Office. Resumes may be attached, but are not accepted in lieu of a completed application for employment. Applications must be received by DOLI's Office of Human Resources by 5:00 p.m. on the posted closing date.

Contact: **Human Resource Office** **Phone No. (804) 371-2325**

C. Ray Davenport, Commissioner
Appointing Authority Date

DOLI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.